

City of Carrollton

Request for Proposals

MULTI-FAMILY HOUSING NEEDS ASSESSMENT

INTRODUCTION

Over the last five years, the City of Carrollton, home to the University of West Georgia, has experienced significant growth in off campus multi-family housing. Specifically, more than 1,400 multi-family housing bedrooms have been approved by the City in the last five years, adding to an inventory of more than 5,000 multi-family units. A survey of comparable Georgia communities indicates Carrollton has a higher percentage of multi-family housing (42.5 percent) than other university communities like Athens and LaGrange. These statistics, along with a significant increase in serious crime at multi-family housing developments and concerns for the direct and indirect costs of these developments to the community, led the Mayor and City Council to adopt a multifamily housing moratorium in January 2016. The six-month moratorium will provide time for City staff to hire a certified land planner to review the current and projected need for multi-family housing within the City, as a disproportionate amount of this housing could negatively impact the quality of life for the citizens of Carrollton. The moratorium will expire on July 4, 2016.

SCOPE OF WORK

During the moratorium, the City of Carrollton will hire a certified land planner to:

1. Provide a detailed analysis of the City's current multi-family housing supply and demand, including the review of historical and current growth data, and projections based on the City, the University of West Georgia, and West Central Technical College population growth, and zoning designations over the next 10 years;

2. Assess the degree to which the City of Carrollton's existing multi-family housing stock meets the housing demand of the same type;
3. Determine the internal and external costs/benefits to the community once a multi-family housing project is developed, including but not limited to public safety, utilities, financial impact to the city school system, and property tax revenue;
4. Determine the desired percentage of housing options (rental versus owner occupied) for a community of Carrollton's size and demographic diversity;
5. Recommend amendments to the Unified Development Ordinance to reach the desired mix of housing options, including but not limited to the following:
 - a. Review and analyze existing allowable densities for the RM (Residential Multi-Family) and RT (Residential Townhouse) zoning districts and recommend any modifications thereto;
 - b. Review existing design standards and recommend any modifications to ensure new developments will be sustainable; and,
 - c. Make recommendations that will encourage redevelopment and/or renovation of existing multi-family housing developments, including but not limited to density bonuses and relaxation of development requirements.
6. Review the Comprehensive Plan in light of the data as compiled above and recommend any modifications necessary to further the vision and policies set forth by the Mayor and City Council.

PROPOSAL REQUIREMENTS

Firms interested in conducting a multi-family housing needs assessment study for the City of Carrollton shall provide eight (8) copies of the following:

1. Introduction – Background information of the firm, including its history, size, services offered, and related information.
2. Project Team
 - a. Describe organization and management of team, including specific roles and responsibilities for this project.

- b. Resumes of all key professionals.
 - c. Proposed use of any outside consultants, if applicable.
- 3. Related experience with other community-wide multi-family needs assessments including:
 - a. Type of project
 - b. Dates of Completion
 - c. Client contact (address, email, and phone numbers)
- 4. Technical Information
 - a. Provide an introduction to the technical approach to completing the project;
 - b. Provide a project schedule, including any proposed public engagement; and,
 - c. Provide a detailed summary of the challenges that a firm might expect in completing the project and the approach to solving them.
- 5. Budget Proposal – a proposed budget to complete the study, including the cost to complete any public meetings associated with the assessment.

SUBMISSION OF PROPOSAL

Proposals can be submitted to Carrollton City Hall, c/o Erica Studdard, at 315 Bradley Street, Carrollton, Georgia, 30117. Proposals **are due no later than 5:00 p.m. on February 12, 2016.**

